

Volunteer Service Expense Report Form

Northern California Conference

Report for the month of _____

Name of Volunteer _____

Day	Activity	Per Diem	Mileage	Other
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
	Totals			

Per Diem and Mileage are paid at the current Northern California Conference rates. Other items require receipts.

By signing, the volunteer agrees to the terms on page 2 of this report.

Signature of Volunteer

Date

Signature of Supervisor

Date

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Terms

1. It is mutually and expressly understood that volunteer services shall be donated, and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.
2. Volunteer agrees to follow the supervision and direction of any personnel, employee, or volunteer, to whom volunteer has been assigned to perform services, and to participate in any training required by the Northern California Conference in order to perform the voluntary services.
3. Volunteer agrees that he/she will not be considered to be an employee of the Northern California Conference, for any purposes other than tort claims and injury compensation, while performing the above described voluntary services.
4. Volunteer further understands that if volunteer is responsible for injuries to third parties or damages to their property while acting outside the scope of assigned volunteer duties that said volunteer may be held personally liable for any monetary damages a court may award to the injured party.
5. It is further understood and agreed to by volunteer that the services rendered to the Northern California Conference shall apply only in the case of liability arising out of the ordinary negligence that occurs during the scope of the volunteer's services agreed to herein, and that in no way do any of these provisions apply for the benefit of volunteer, his/her heirs, executors or administrators in any action arising out of gross negligence, willful misconduct, or any other conduct on the part of said volunteer, which cause or may give rise to criminal liability.
6. Volunteer further agrees that volunteer will fully cooperate with the Northern California Conference and its agents in any investigation, lawsuit, arbitration, or any other legal or quasi-legal proceedings that arise from the matters covered by this agreement. Volunteer further agrees to notify the Northern California Conference immediately of any incident that occurs or may occur within the knowledge of the volunteer, which gives rise to liability on the part of the volunteer of the Northern California Conference.